

6. Leave, Absence from duty and Strike

1. Preamble

1.1 Leave rules for Award Staff members are governed by general conditions laid down in Chapter 13 of the Bipartite Settlement dated 19.10.1966 and subsequent amendments thereon and for Officers, leave rules are governed by Chapter 7 of the Indian Bank (Officers') Service Regulations, 1979.

1.2 In order to ensure that the routine working of the branch/office is not affected by staff members proceeding on leave, Branches/Offices have to follow the guidelines detailed below:

1.2.1 All employees cannot be given leave at the same time since it is not possible to maintain cent per cent leave reserves. The best way to manage leave sanctioning is to grant leave by rotation.

1.2.2 An annual leave plan has to be submitted by every employee/Officer at the beginning of the year to the Branch Manager/Department Head so that both the branch/office and the staff members are not put to inconvenience.

1.2.3 Planning of leave for the branch/office has to be done as a whole avoiding any bunching of leave. Such plan should be earnestly followed to ensure good customer service and business development.

1.3 In order to ensure the above aspects, not more than 10% of the total strength of staff members in any cadre shall be permitted to go on leave in branches/offices on any working day. While arriving at the percentage, fraction shall be rounded off to the nearest number and fraction less than one will be taken as one.

1.4 Leave of any kind cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority granting it. Leave is generally sanctioned subject to office exigencies.

1.5 The first day of an employee's leave is the working day succeeding that upon which he makes over charge. The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.

1.6 For the purpose of this Chapter the term "Substantive Pay" wherever it occurs means the aggregate of (i) Basic Pay, (ii) Dearness Allowance, (iii) House Rent Allowance, (iv) Special and Other allowances, if any (but excluding Special Allowance drawn as locum tenens and Officiating Allowance, if any) which the workman would have drawn had he been on duty.

1.7 For the purpose of this Chapter, calendar year means the period 1st January to 31st December each year and a month is equal to 30 days.

1.8 Types of Leave

1.8.1 Staff members can avail any of the following leaves, depending upon their eligibility, availability of credit in their leave account and subject to the terms governing availment of these leaves:

- a. Casual Leave
- b. Unavailed Casual Leave
- c. Privilege Leave
- d. Additional Sick Leave
- e. Maternity Leave
- f. Special Casual Leave
- g. Extra-ordinary Leave
- h. Special Leave

2. Competent Authority to sanction Leave

2.1 Branch Managers are empowered to sanction all types of leave except Extra-ordinary leave and Special Leave to all the staff members working under their control. In the absence of the Branch Manager, the official discharging the duties of the Branch Manager will sanction the leave.

2.2 In case of Head Office/Circle and other Offices, the Department-in-Charge or an Officer duly authorised in this regard shall grant Casual Leave to all Staff of the Department. Other types of leave shall be sanctioned by the HRM Department of Head Office/Circle Office under

whose control the office functions against the recommendation of the Department Head/Officer-in-charge.

3. Application for Leave

3.1 An employee who desires to have sanction for leave of absence should apply in writing to the Competent Authority with his postal address. Such applications except for Casual Leave are to be made one month before the date from which the leave is sought.

3.2 In, unforeseen circumstances including illness, the Competent Authority may take a lenient view in the matter of time stipulation.

3.3 Gazetted holidays (i.e., Bank Holidays under Negotiable Instruments Act) shall not be prefixed or suffixed to any leave without the sanction of the competent authority having been first obtained.

3.4 The employee/Officer applying for the leave should furnish his/her leave address in the application and subsequent changes, if any, to the sanctioning authority for communication.

4. Sanction of Leave

4.1 The competent authority as given under para 2 above shall issue orders on such application as soon as practicable and in case of an urgent nature immediately.

4.2 Wherever leave is sanctioned a written sanction showing the date of commencement of the leave and the date on which the employee will have to resume duty shall be issued to him/her at the address given.

4.3 Depending upon the exigency, discretion to refuse/cancel leave of any kind is reserved to the authority granting it.

4.4 If for any reason, the leave is postponed or rejected, the reason for such postponement or rejection shall be informed to the employee.

4.4.1 No leave or extension of leave shall be deemed to have been granted, unless an order to that effect is passed by the Competent Authority and communicated to the employee concerned.

4.4.2 In case a staff member is unable to obtain prior sanction, the application for leave should be submitted along with documents, if any, on the day of reporting for duty.

4.4.3 If any instance of staff availing leave without proper sanction or absenting himself unauthorisedly arises, the matter should be immediately reported to the designated Disciplinary Authority for appropriate action.

4.5 Leave is not to be granted to an employee (whether an Award Staff or Officer) who is under suspension.

4.6 Request for extension of LFC block and encashment of PL at the time of retirement/VRS/death has to be permitted only by the Circle Heads/Head Office.

5. Extension of Leave

5.1 No employee can overstay beyond the sanctioned leave period. An employee who overstays his leave (except under circumstances beyond his control for which he must tender a satisfactory explanation) shall not be paid his pay and allowances (other than House Rent Allowances based on pay, i.e. Basic Pay, Officiating and Special Allowances, if any, last drawn) for the period he overstays and shall further render himself liable to such disciplinary action as the Management may think fit to impose.

5.2 However, if an employee after proceeding on leave desires an extension thereof, he shall make an application in writing to the sanctioning authority.

5.3 Such application shall state the full address of the employee and be made in sufficient time to enable the Management to consider the application and send a reply to him before the expiry of the leave desired to be extended.

5.4 A written reply either of the grant or refusal of extension shall be sent to the employee at the address given by him, if such reply is likely to reach him before the expiry of the leave originally granted to him.

5.5 The employee also has to give satisfactory explanation and the need for such extension of leave. If the explanation is not satisfactory, the Competent Authority can reject the request for extension.

5.6 If leave is refused or postponed, the reason for refusal or postponement, as the case may be, shall be mentioned in the order and a copy of the order given to the applicant.

5.7 No leave or extension of leave shall be deemed to have been granted, unless an order to that effect is passed and communicated to the employee concerned.

6. Leave on Loss of Pay

6.1 In spite of the rejection of extension of leave, if the employee does not report for duty, his/her absence shall be treated as Leave on Loss of Pay and salary shall be cut for the period of absence.

6.2 If an employee has absented himself from duty without satisfying the requisite condition under which leave can be taken or has availed leave on false grounds, the Competent Authority, after giving the employee an opportunity to explain, can treat the entire period of absence as Leave on Loss of Pay.

6.3 In both the above cases, the employee renders himself/herself liable to such disciplinary action as the Management may think fit.

6.4 The leave on loss of pay shall affect the seniority of the staff and also leads to postponement of the annual increments.

6.5 Sanction of Leave on Loss of Pay and Dealing with Unauthorised Absence

6.5.1 All Circle Heads in Scale V and above (i.e., AGM/DGM/GM) are empowered to accord sanction of Leave on Loss of Pay **upto 365 days**. Similarly, they can also decide on instances of Unauthorised Absence of Award Staff coming under their control.

6.5.2 This would facilitate disposal of matters at Circle level and timely sanction of increments to award staff since Circle Offices are having full details of those award staff at their end.

6.5.3 In case the period of absence exceeds the above level of 365 days, the matter should be referred to HO: HRM Department.

6.5.4 Circle Offices have to report the data pertaining to sanction of Leave on Loss Pay and treatment of Unauthorised Absence to Award Staff members of their Circles in the prescribed format to HO: HRM Department on or before 10th of every month for updating their records to facilitate sanction of Stagnation Increments and timely settlement of terminal benefits in case of death, retirement, resignation, etc. of the employees.

6.5.5 Sanction of Leave on Loss Pay to or treatment of Unauthorised Absence of Award Staff at offices coming under the control of Head Office shall be done by HO: HRM Department.

7. Production of Medical Certificate

7.1 All leave under sick grounds shall be considered on production of a Medical certificate by a Medical Practitioner acceptable to the Bank or at the Bank's discretion, nominated by it at its cost. If the medical certificate produced is not acceptable, the sanctioning authority can refer the employee to appear before a medical practitioner nominated by him or before the constituted medical board.

7.2 The sanctioning authority can also require an employee/Officer who has availed leave to produce a Medical Certificate of Fitness before he/she resumes duty, even though such leave was not availed/granted on medical grounds.

8. Return from Leave

8.1 An employee is not entitled to return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the Authority who granted him the leave.

8.2 An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed.

9. Recall for Duty

9.1 For Award Staff

- i. Competent Authority can call back an employee availing the leave before the expiry of the leave period, when considered necessary in the interest of the service.
- ii. When an employee is called back from leave, the Bank shall pay his travelling expenses to and from the place where he/she was spending his/her holiday. The employee is also entitled to claim travelling expenses of his spouse and children provided they have accompanied him/her while going to such place or have gone to such place within a week of his/her going there and have accompanied him/her whilst returning from such place or have returned to the place of work within a week of his return to that place.

9.2 For Officers

- i. An Officer on leave may be recalled to duty by the sanctioning authority whenever the Bank deems fit to do so.
- ii. But, if the Officer is at that time out of station, he shall be eligible for the actual expenses incurred by him and the members of his family for coming back to the station and if the Officer and the members of his family go back to the same station from which he was called, for the return journey also. In such an event, the journey period (both inward and outward) shall be taken as period spent on duty.
- iii. If he is availing of Leave Fare Concession during that period, it will be allowed to be carried over. However, the Bank will as far as possible offer him leave so as to enable him to avail of Leave Fare Concession during the same span of LFC block.
- iv. In addition to travelling expenses in such cases, the Officer concerned will be eligible to halting allowance as may be applicable to him for the inward journey to his place of posting.
- v. The family members should generally accompany the Officer, when he is recalled to duty, otherwise, travelling expense for members of his family will not be reimbursed.
- vi. Advance against LFC, if any, shall be adjusted by the Officer immediately on his reporting for duty.

10. Lapse of Leave

10.1 All leave accumulation of an employee shall lapse on his/her resignation, retirement, death, discharge, dismissal, or termination/cessation of his/her service in the Bank.

11. Maintenance of Leave Records

11.1 The leave record of the staff should be properly maintained and updated with due authentication. Branch Manager/other Sanctioning Authorities has/have the responsibility to ensure proper maintenance of leave records.

11.2 Circle Heads, during their branch visits, have to specifically verify the leave records and if violations are observed, should initiate suitable corrective measures.

11.3 Branch/Offices Inspectors as part of their assignment, should scrutinise the leave records of the branches during inspection and such verification should be mentioned in their report. Any deviation/undesirable features noticed, should be reported.

12. Casual Leave (CL)

12.1 Casual Leave is only intended to meet special or unforeseen circumstances for which provision cannot be made by exact rules. Ordinarily prior permission of the sanctioning authority should be obtained by the employee before taking such leave.

12.2 An employee is eligible for Casual Leave on full emoluments upto a maximum of twelve working days in a calendar year. Casual Leave shall be earned by an employee during the first calendar year of his service on a pro-rata basis at the rate of one day for each completed month or part thereof.

12.3 All staff members have to submit an application for leave in advance in the format prescribed (***Annexure 6.1***) and obtain prior sanction from the sanctioning authority.

12.4 If for any genuine reasons prior permission is not possible to be obtained, at least intimation of avilment of such leave is to be given through the quickest mode of communication. However, a written application has to be submitted latest on the day the employee resumes for duty.

12.5 Where the employee goes out of station by availing leave, he/she has to mention the address where he/she may normally stay and his/her contact telephone number(s).

12.6 Casual Leave can not be availed in combination with any other kind of leave.

12.7 Casual Leave cannot be availed for more than four working days at a time. For this purpose, public holidays and Sundays prefixing/suffixing/intervening such leave will not be

treated as part of casual leave. However, the total absence at any one time including intervening holidays should not exceed six days in case of Award staff/Permanent part time employees and such restriction is not applicable for Officers.

12.8 Casual leave may be taken on the grounds of sickness without production of a medical certificate provided the total period of sickness does not exceed 4 days.

12.9 In case of employees directly recruited, during the first calendar year of service, he/she shall be entitled for Casual Leave at the rate of one day per month. Fraction of a month will also be treated as full month for calculation of casual leave entitlement of an employee.

12.10 In case of employees directly recruited, during the first calendar year of service, he/she shall be entitled for Casual Leave at the rate of one day per month. Fraction of a month will also be treated as full month for calculation of casual leave entitlement of an employee

12.11 In case of promotees, the Casual Leave at their credit during their service in the previous cadre shall be carried over.

12.12 Casual Leave is non-cumulative i.e. it cannot be accumulated under the same head year after year. However, Unavailed Casual Leave in a calendar year shall be credited to the Sick Leave account in case of Award Staff and to the Unavailed Casual Leave account, in case of Officers.

12.13 In no case will an employee take casual leave on frivolous grounds.

12.14 Any absence from duty without satisfying the requisite conditions under which leave may be taken or obtaining such leave on false grounds would justify the Bank, after giving the employee an opportunity to explain, in not treating the employee as on casual leave, but as being absent and Leave on Loss of Pay and allowances.

13. Unavailed Casual Leave (UCL)

13.1 General

13.1.1 Unavailed Casual Leave, if any available at his credit, can be availed by an employee only on sick grounds.

13.2 For Award Staff

13.2.1 The Casual Leave not availed by an employee during a year shall be converted into Sick Leave on full substantive pay and added over and above the maximum stipulated quantum for accumulation, i.e., 540 days of HPSL and can be availed at any time during the subsistence of service.

13.2.2 However, Casual Leave due to an employee in the first calendar year of his service shall not be convertible into sick leave.

13.2.3 Unavailed Casual Leave, if availed for one day on grounds of sickness, shall be allowed without production of a medical certificate.

13.2.4 Unavailed Casual Leave can be availed in combination with any other leave except Casual Leave.

13.2.5 To avail Unavailed Casual Leave for more than 1 day MC has to be submitted.

13.3 For Officers

13.3.1 The Casual Leave not availed by an Officer during a year shall be credited to his Unavailed Casual Leave account.

13.3.2 The Unavailed Casual Leave so accumulated can be availed on sick grounds by the Officer during the succeeding three years. This can be prefixed or suffixed with any other leave except Casual Leave.

13.3.3 Unavailed Casual Leave can be availed without a medical certificate for four days on each occasion.

14. Privilege Leave (PL)

14.1 General

14.1.1 An employee is eligible for Privilege Leave computed at one day for every 11 days of active service including Sundays and declared holidays. For the purpose of computation of Privilege Leave, all kinds of leave except casual leave availed of shall be deducted from his/her total period of service. However, at the commencement of service, an employee will not be eligible for Privilege Leave before completion of 11 months of service on duty.

14.1.2 Privilege Leave can be accumulated upto 240 days, except where leave has been applied for and it has been refused. In such a case, an employee will be allowed to accumulate leave in excess of 240 days subject to the condition that such accumulated leave in excess of 240 days should be proportionate to the number of days of leave he will earn till he is granted leave subsequently.

14.1.3 An employee is eligible to avail Privilege Leave under domestic grounds at the maximum 3 occasions in a calendar year irrespective of the number of days on every occasion. In determining the number of occasions, the following occasions shall be excluded:


- i. Refusal of Leave or recall from leave by the Management;

- ii. Grant of Privilege Leave on the grounds of sickness;
- iii. Where the employee is a member of the Executive Committee of a registered Trade Union;
- iv. Exceptional circumstances when the Management considers and grants leave exceeding 3 occasions in a calendar year.

 **Note:** However, it is the absolute discretion of the Competent Authority to grant such leave or not under clause iv above.

14.1.4 An employee is eligible to avail Privilege Leave for a maximum period of 30 days only on a single occasion. In case of Managers and Senior Officers the maximum period is restricted to 21 days.

14.2 Application for Privilege Leave (**Annexure 6.2**) has to be submitted by the employee at least one month before the date of commencement of leave.

 **Note:** The guidelines on encashment of Privilege Leave while availing LFC are given in detail in Chapter 16 on Leave Fare Concession under para 7.

14.3 Privilege Leave can be clubbed with Sick Leave and Unavailed Casual Leave, but not with Casual Leave.

14.4 The privilege leave due to an employee is the period which he has earned diminished by the period of leave actually taken.

14.5 With effect from the year 2001, while calculating the balance of leave, fraction of a day of privilege leave, if any, shall be taken as a full day.

14.6 **Encashment of Privilege Leave**

14.6.1 When an employee avails of leave under Leave Fare Concession, he/she may be permitted to surrender and encash privilege leave at his/her credit for 15/30 days depending upon the block in which such encashment is requested. Privilege leave so encashed shall not be deducted from the period of service on duty for the purpose of calculation of Privilege Leave.

14.6.2 Staff members are entitled to encash the accumulated Privilege Leave to his/her credit upto a maximum of 240 days at the time of retirement/VRS. If a staff member dies while in service, his/her legal heirs will be paid an amount equivalent to the eligible salary for the Privilege Leave accrued (upto a maximum of 240 days) at the time of death. Such payments have to be permitted only by the Head Office/Circle Office concerned.

14.6.3 Where an Officer leaves or discontinues his services by resignation on or after 1st April, 2001 after giving due notice under sub-regulation (2) of Regulation 20, he may be paid a

sum equivalent to the emoluments in respect of the Privilege Leave to the extent of half of such leave to his credit on the date of cessation of service, subject to a maximum of 120 days.

14.6.4 For the above payments, the emoluments payable at the time of retirement, resignation, death, etc., shall be taken into account.

14.7 For Award Staff only

14.7.1 Executive Committee Members of Registered Trade Unions can avail PL on more than 3 occasions in a calendar year for organisational work, if they have leave at their credit.

14.7.2 Privilege Leave for a period of more than 4 days on grounds of sickness can be availed on production of proper Medical Certificate acceptable to the Bank.

14.7.3 While availing Leave Fare Concession (under any kind of leave), encashment of PL is permitted as per the number of days prescribed hereunder:

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|----|---|---|--|
| a. | For avilment of LFC under two years block | : | Maximum 15 days either in each block or 30 days in one block of 4 years. |
| b. | For avilment of LFC under four year block | : | Maximum 30 days. |

14.8 For Officers only

14.8.1 While availing Leave Fare Concession (under any kind of leave), encashment of PL subject to a maximum of 30 days in a block of 4 years or maximum of 15 days in each two-year block is permitted.

15. Sick Leave (SL)

15.1 An employee is entitled to 30 days Sick Leave on half substantive pay for every year of completed service subject to a maximum of 540 days of Half Pay Sick Leave (HPSL) during his/her entire service.

15.2 During the first year of service, Sick Leave will be granted on prorata basis.

15.3 Unless otherwise exempted, Sick Leave can be availed only on production of a Medical Certificate issued by a Registered Medical Practitioner acceptable to the Bank or at Bank's discretion from a doctor nominated by it at its cost.

15.4 Sick Leave can be availed for any number of days.

15.5 An employee is permitted to avail Sick Leave with Full Pay (FPSL) provided he/she requests the Management to commute the Sick Leave on half substantive pay to full substantive

pay, in which case, the Sick Leave account shall be debited with twice the quantum of leave taken.

15.6 Sick Leave can be combined with Privilege Leave, Maternity Leave and Unavailed Casual Leave.

15.7 Sick Leave can be availed without a Medical Certificate for 2 days on an occasion upto a maximum of 10 days in a calendar year provided there is no Casual Leave at credit and that the employee has intimated the Competent Authority orally or in writing about his/her indisposition/sickness necessitating his/her absence from duties.

15.8 In case of Award Staff members, Unavailed Casual Leave from the second year of service can be converted into Sick Leave on Full substantive pay. Such Sick Leave in lieu of UCL shall be over and above the maximum stipulated.

15.9 Additional Sick Leave (ASL)

15.9.1 After completion of 24 years of service an employee is eligible for Additional Sick Leave at the rate of 1 month on half substantive pay for each year of service in excess of 24 years, subject to a maximum of 3 months. Such additional leave can be availed either as Full Pay Sick Leave or Half Pay Sick Leave.

15.9.2 Additional Sick Leave can be availed by an employee, only after exhausting the entire Sick Leave at his/her credit.

15.10 The Bank may, in special cases, grant sick leave beyond what is provided herein before on one-fourth substantive pay.

16. Maternity Leave (ML)

16.1 Maternity Leave, which shall be on substantive pay, is granted to a female employee for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service.

16.2 Maternity Leave can be combined with other kinds of leave also. However, the total period of leave including Maternity Leave should not exceed 180 days on any one occasion.

16.3 Maternity Leave is calculated on a month to month basis.

16.4 Maternity Leave can be availed for pre-natal and post-natal period or at the time of miscarriage or abortion on production of a Medical Certificate.

16.5 In case of miscarriage or abortion, Maternity Leave should not exceed 6 weeks per occasion.

16.6 Maternity Leave can be availed by a female employee even in her first year of service.

16.7 In case of an employee on probation, the period of probation would be extended to the extent of such leave availed.

16.8 Leave may also be granted once during her service to a childless female employee for legally adopting a child who is below one year of age for a maximum period of two months or till the child reaches the age of one year, whichever is earlier subject to the following terms and conditions:

- a. Leave will be granted for adoption of only one child.
- b. The adoption of a child should be through a proper legal process and the employee should produce the adoption deed to the Bank for sanctioning such leave.
- c. The temporary and part-time employees are not eligible for grant of leave for adoption of a child.

17. Special Casual Leave

17.1 For Blood Donation

17.1.1 Employees who donate blood to a recognised Blood Bank or Bank sponsored Blood Donation Drive are eligible for Special Casual Leave for 1 day on the day of donation or the day next to the day of donation subject to production of satisfactory documentary proof.

17.1.2 Branch Managers/Heads of Departments are authorised to sanction Special Casual Leave to staff members donating blood.

17.2 For voting in polls for Lok Sabha/Assembly

17.2.1 In order to provide facilities to bank employees who reside at a place where the date of polling is different from that at the place where their Office is situated and where the day of poll at the place of residence is not a public or closed holiday, as directed by the Government, they should be given one day Special Casual Leave to enable them to exercise their franchise.

17.2.2 Whenever such situation arises, employees who are required to exercise their franchise on a working day, shall be granted one day Special Casual Leave for the said purpose. The Special Casual Leave can be sanctioned, after obtaining a declaration from the employees to the effect that they have actually exercised their franchise on the Election day.

17.3 For Sterilisation

17.3.1 An employee of the Bank irrespective of the cadre, who undergoes sterilisation operation for promoting small family norms will be allowed Special Casual Leave as under:

- a. 6 days leave for male employees undergoing Vasectomy Operation;
- b. 14 days leave in case of a woman employee who undergoes non-puerperal tubectomy operation;
- c. One day leave to female employees who had IUD insertions;
- d. 7 days leave in case of a male employee whose wife undergoes non-puerperal Tubectomy Operation subject to production of Medical Certificate from the doctor who performed the Operation, to the effect that the presence of the male employee was essential for the period of leave to look after his wife during her convalescence after the operation.

 **Note:** For female employees this leave is sanctioned in addition to the eligible Maternity Leave.

17.3.2 The employee must be within the reproductive age group. In case of a male employee, this would mean that he should not be over 50 years of age and his wife should be between 20 to 45 years of age. In case of a female employee, she must not be above 45 years of age and her husband must not be over 50 years of age.

17.3.3 The employee should have one/two or three living children. Special Casual Leave is permitted to the employees, even in cases where the couple had twins after the birth of their first two children, although the number of children in such case becomes four.

17.3.4 Permanent Part-time employees who are required to work for six hours or more than a week are also eligible to avail the facility.

17.3.5 The sterilisation operation must be conducted and the sterilisation certificate must be issued by a Central Government hospital or under the auspices of the Central Government Health Scheme. Where this is not possible, the sterilisation certificate issued by any one of the following will suffice:

- a. State Government Hospital
- b. An institution recognised by the Central Government for the purpose.
- c. Any institution recognised by State Government
- d. Municipal/Corporation Hospitals
- e. The Hospitals and Nursing Homes which are approved by the Bank under the Hospitalisation Scheme.

17.3.6 Where this is not possible, the certificates issued by a doctor not lower than the rank of Civil Assistant Surgeon of Government Hospital or issued by a Registered Medical

Practitioner, duly countersigned by a Government doctor not lower than the rank of Civil Assistant Surgeon, can be accepted.

17.3.7 For the purpose of this Special Casual Leave, Sundays, weekly holidays and other public holidays falling in between the period of leave should be taken into account for calculation of the eligible number of days.

17.3.8 Further, this Special Casual Leave should not be prefixed to any other kind of leave.

17.3.9 Applications for such leave should be accompanied by the certificate as mentioned in paras 17.3.5 and 17.3.6 above.

17.4 For Ex-servicemen who are Physically challenged

17.4.1 Based on the merits of each case, Special Casual Leave upto a maximum of 15 days in a year including transit time both ways can be granted to eligible Ex-servicemen employees

- a. for appearing before Medical Re-survey Boards and
- b. for going to Artificial Limb Centres for replacement of the artificial limb / treatment, wherever applicable.

17.4.2 This Special Casual Leave can be sanctioned by the authority (who is delegated with the power to sanction the normal casual leave) on the basis of Medical Discharge Certificate.

18. Special Leave

18.1 For employees who sustained injuries due to decoity, etc.

18.1.1 In terms of the Bi-partite settlement, in case of injuries sustained by a workman in the course of his duty, he shall be fully reimbursed the medical cost of the treatment and hospitalisation. He shall also be treated as on Special Leave for the period of his absence required for treatment.

18.1.2 In such eventualities, the following particulars should be submitted by the employee along with a request for leave and reimbursement of medical expenses:

- a. First Information Report (FIR) filed with the police authorities, in the case of accident.
- b. Details of the hospital where the employee is admitted for taking treatment, description of the injuries sustained, nature of treatment being given with the doctor's specific opinion on the number of days rest advised etc.
- c. Copy of the Discharge Certificate with Summary.

18.1.3 It is imperative on the part of the employee to take treatment and produce the necessary medical certificate from Govt. Hospital/approved Hospital only. However, in case of emergencies where the employee had to take treatment in a private hospital not approved by the Bank, the medical certificate issued by them should be counter signed by a Government doctor not lower than the rank of a Civil Assistant Surgeon.

18.1.4 The request of the employee should be forwarded by the Branch Manager/Department-in-charge with his/her specific recommendations to the Head/Circle Office concerned for approval.

18.2 For Office bearers of Trade Unions

18.2.1 Special Leave will be allowed to certain employees for attending meetings and conferences of Trade Unions of Bank Employees.

18.2.2 The benefit of Special Leave as provided in the Schedule below shall be available only to those office bearers nominated for the purpose by the All India Workmen Unions/Associations who are parties to the Settlement and signing it.

Designation	Maximum No. of members permitted	No. of days
Principal Office Bearers of All India Workmen Unions/ Associations	i. 20 members in case of Unions having more than 25% membership and ii. 15 members in case of Unions having less than 25% membership	Upto 21 days in a calendar year
Central Committee members of All India Workmen Unions/ Associations	i. 40 members in case of Unions having more than 25% membership and ii. 30 members in case of Unions having less than 25% membership	Upto 17 days in a calendar year
Office Bearers of the Executive Committee of the State or Regional Level Units of All India Workmen Unions/ Associations	i. 20 members in case of Unions having more than 25% membership and ii. 15 members in case of Unions having less than 25% membership	Upto 7 days in a calendar year

19. Extra ordinary Leave Scheme, 2006

19.1 Purpose

19.1.1 The Extraordinary Leave can be availed by an employee for taking up

- a. Self employment/ Vocation

- b. Higher Education / Training in India / abroad
- c. Medical Treatment
- d. Personal Reasons / Domestic responsibilities

19.2 Period of Leave

19.2.1 The period of Extraordinary Leave shall be for a minimum period of 1 year and for a maximum period of 3 years.

19.2.2 The maximum period of leave that can be availed under this Scheme should not be more than 3 years during the entire service of an employee.

19.3 Competent Authority

19.3.1 The Competent Authority for sanctioning the leave under the Scheme shall be as under:

Category of Staff	Competent Authority
All Award Staff	General Manager (HRM)
Officers upto Scale IV	Executive Director
Officers in Scale V & above	Chairman & Managing Director

19.4 Liabilities

19.4.1 Existing loan liabilities will be rescheduled in such a way that deductions towards principal amount will start from the date set for rejoining duty. However, the interest portion will have to be paid by the employee during the leave period regularly.

19.4.2 Before proceeding on Extraordinary Leave, the employee/Officer shall submit a letter of undertaking authorising the Trustees of PF/Gratuity and Pension Funds for adjustment of the proceeds towards outstanding loans and liabilities, in case he/she fails to rejoin duty after expiry of the sanctioned leave period.

19.4.3 However, it has to be verified that the total liabilities of the employee, while proceeding on leave, does not exceed 75% of his/her eligible terminal benefits.

19.5 Terms and Conditions

19.5.1 The employees proceeding on Extraordinary Leave will have the right of lien on the job in as much as they will be allowed to rejoin the Bank on completing the Extraordinary Leave period allowed by the Bank.

19.5.2 During the period of Extraordinary Leave, he/she shall not be eligible for salary and other emoluments.

19.5.3 The entire period of Extraordinary Leave availed under this Scheme will not qualify for active service for the purpose of Promotion, Seniority, Terminal Benefits etc.

19.5.4 No other kind of leave will be suffixed or prefixed to the Extraordinary Leave.

19.5.5 The balance under Privilege and Sick Leave as on the date of proceeding on leave will be protected. The employee will not earn any kind of leave while on Extraordinary Leave under the Scheme.

19.5.6 Officers who pass certain examinations eligible for reimbursement of fees by the Bank during the leave period shall be paid the incentives available under the Bank's scheme, only after rejoining duty.

19.5.7 Festival Advance and Sundry Advances availed, if any, shall be closed/adjusted before permitting the employee to proceed on leave.

19.5.8 The employees have to make their own arrangements for remitting monthly subscription towards SEED and GSLI in order to continue in the schemes and it is the responsibility of the employee to remit the subscriptions to the branch/office where they were working at the time of availing Extraordinary Leave.

19.5.9 During the Extraordinary Leave period, the employee shall not be eligible for

- a. Leave Fare Concession or Encashment of LFC (Any block falling within the leave period will get lapsed automatically)
- b. Encashment of Privilege Leave,
- c. Bonus, Ex-gratia,
- d. Medical/Hospitalisation expenses,
- e. Festival Advance / Interest Free Salary Advance,
- f. Expenses under Staff Welfare measures
- g. Bank's Quarters, Leased Premises, Furniture items, Vehicle, Telephone, etc.
- h. Service benefits such as Leave, Medical Aid, etc.

19.5.10 The employee can not undergo any promotion process that may accrue during the leave period.

19.5.11 Any increments due during the Extraordinary Leave period will be postponed for the period of leave.

19.5.12 The identity card issued to the employee by the Bank shall have to be surrendered, before his/her proceeding on leave.

19.5.13 In the case of Officers provided with Bank Quarters, they have to vacate the same before proceeding on Extraordinary Leave.

19.5.14 In the case of Officers to whom accommodation is provided with Bank Lease/Personal Lease, the lease will be cancelled immediately and the Officers have to make their own arrangements for payment of rent (a letter to such effect will be sent by the Bank to the landlord).

19.5.15 The employee shall make himself/herself available to the Bank for any Departmental Enquiry, Investigation, Court Cases, etc. On his/her failure to do so, he/she would be liable for appropriate action as deemed fit by the Bank.

19.5.16 The employees against whom Disciplinary Action/Court Cases/Criminal Cases/CBI cases are pending/contemplated can also apply for Extraordinary Leave but such cases will be considered on merits and the Bank's decision will be final.

19.5.17 The employees have to intimate the Bank their leave address and telephone number/e-mail ID for correspondence. If there being any change in the address, telephone number, etc., the same has to be intimated immediately to HO: HRM Department.

19.5.18 On completion of Extraordinary Leave, the employee can rejoin in the same post and at the same stage of pay he/she was drawing at the time of proceeding on Extraordinary Leave subject to punishment, if any imposed during the period of Extraordinary Leave. The employee shall be advised at his/her last known address, before the expiry of the leave period, his/her place of posting.

19.5.19 In the event of the death of the employee during his/her Extraordinary Leave period, terminal benefits will be paid to the legal heirs, after adjusting the liabilities.

19.6 Other Terms

19.6.1 Employees who are undergoing probation on promotion shall have to first apply for reversion to the previous Scale/Cadre and then only they would become eligible to apply for Extraordinary Leave.

19.6.2 Notwithstanding anything contained herein, sanctioning of the leave shall be at the discretion of the Bank depending upon the merits of individual cases. It cannot be claimed as a matter of right. The Management reserves the right to disallow the Extraordinary Leave to any employee without assigning any reason.

19.6.3 The Bank shall be at liberty to withdraw the Scheme or modify any of the terms and conditions contained in the Scheme at its sole discretion.

19.6.4 The Chairman and Managing Director of the Bank is the Competent Authority for any clarification as to the application or interpretation of any of the terms and conditions of the Scheme and his decision shall be final.

19.6.5 Staff Members desirous of applying leave under this Scheme has to submit an application as provided in **Annexure 6.3**. Branch Managers and Circle Heads shall forward these applications using **Annexure 6.4**.

19.6.6 Staff members/Executives working in Head Office have to apply to General Manager, HO: HRM Department through their Department Head.

20. Availment of Mandatory Leave by staff members

20.1 Every staff member, irrespective of cadre, should avail leave at least for ten consecutive days in a calendar year.

20.2 The availment of leave by staff members should be pre-planned in such a manner that it does not in any way affect the routine functioning of the branch/office or customer service. The leave should be availed subject to the guidelines given in the preceding paragraphs.

20.3 Circle Heads have to ensure that branches/offices coming under their control adhere to the above.

20.4 Inspectors of branches, while scrutinising the maintenance of leave records by the branches/offices, have to verify whether all the staff members including the Branch Manager avail the mandatory leave and their report shall cover a note on this aspect also.

21. Absence of bank employees due to natural calamities or civil commotion or any other cause beyond the control of the Bank

21.1 If the closure of the branch/office of the Bank is necessitated for reasons of natural calamities such as fire/rains, deluge or civil disturbances such as riots or any other cause beyond the control of the Bank, the absence of staff members should be regularised by debiting their leave account. Employees in such cases are not eligible for special leave.

21.2 Absence of bank employees due to bundh, morcha, strike, rail/rasta roko etc. organised by various political/religious and other parties unconnected with the banking industry

21.2.1 In those cases where the agitation is supported/co-sponsored or actively assisted by bank employees or their affiliated Union/Association, action should be taken against employees who absent themselves from duty by effecting wage cut on the basis of the principle of 'no work no pay'. Besides this, disciplinary action shall also be initiated against such staff members.

21.2.2 In those cases where the agitation is not supported/co-supported/co-sponsored or actively assisted by bank employees or their affiliated Unions/Association, if an absenting employee gives a letter stating that he/she was not a member of any Union/Organisation which give a call for the agitation and he/she did not participate in the programme but was prevented

from attending office due to non-availability/disruption of transport facilities, physical obstruction or other legitimate reasons, his/her absence can be treated as leave and the appropriate leave account shall be debited.

21.3 Absence of employees during strike/agitation called for by their Unions

21.3.1 If there is a call for strike given by any of the recognised Trade Unions of the employees and an employee remains absent on the strike day, he/she shall be deemed to be on strike and his/her wages for the day shall be cut on the principle of No Work No Pay. Besides this, disciplinary action shall also be initiated against such members.

21.3.2 If on the day of strike, a particular office of the Bank remains locked, the absence of the employees who were not on strike shall be regularised by sanctioning special casual leave by the Competent Authority subject to fulfillment of the following conditions:

- a. If the employee is a member of the union which has given a call for strike, he/she should inform the Bank in writing prior to the strike day that notwithstanding his/her being a member of the Union which has given a call for strike, he/she has no intention to participate in the strike.
- b. A letter by the employee even if he/she is covered by (a) above, stating that he/she did not participate in the strike and he/she had come to office but could not enter the office or attend work since all the doors were locked.
- c. If it is established that even one or two employees were able to enter the office and the doors were opened any time before the close of business hours, special leave shall not be given to those who did not enter the Office.

21.4 Absence of employees for part of the day

21.4.1 Whenever employees without the permission of the Management go on agitation of any form during Office Hours, they will have to be treated as having committed breach of contract of service and the principle of No Work No Pay should be uniformly applied for such period they had abstained from work/had struck work/participated in agitation.

21.4.2 Whenever there is stoppage of work, the matter should be communicated to the Circle Office and a report be submitted to the respective Asst. Labour Commissioner in Form-N.

22. Absence of employees due to curfew, bandh, etc.

22.1 No special leave will be given, if it is possible for the employees to reach the office by a circuitous route avoiding curfew bound areas which fall on the way to the office or if special permission has been given by the Government authorities to them to move through the curfew

bound areas for their to and fro journeys to the branch/office on production of identity cards etc. In such cases appropriate leave account of the employees should be debited for regularising their absence due to curfew.

22.2 Where a bank office is kept closed for the day

22.2.1 If a bank office remains closed on account of curfew order imposed during the entire working hours, the employees should be given special casual leave for the day.

22.3 Where a bank office is kept closed for part of the day

22.3.1 If curfew is imposed only for part of the day and therefore the bank office is kept closed for part of the working hours, the employees who attend office during the hours the office is kept open should be treated as having attended the office for the full day. The absence of employees who do not attend office during the time it is open should be adjusted against their appropriate leave account.

22.4 Where the bank office remains open

22.4.1 Where an employee is unable to attend office on account of imposition of curfew at the place of residence or at the place which falls on way to the bank office, his/her absence could be treated as a special casual leave. Special casual leave in such cases would be permissible only if it is physically impossible for the employee to report for duty. No special casual leave should be given if it is possible for him/her to reach the office by a circuitous route avoiding curfew bound area or if special permission has been given by the Government authorities to move through the curfew bound area for to and fro journeys to the bank/office on production of identity cards etc.

22.5 The Circle Head will be the competent authority to sanction to special casual Leave for the purpose mentioned in paras 22.2 and 22.4 above.

23. Declaration of Banking Industry as a Public Utility Service

23.1 Where the Central Government having been satisfied that the public interest so requires that in pursuance of the provisions of sub-clause (vi) of the clause (n) of section 2 of the Industrial Disputes Act, 1947 (14 of 1947), declared by the Notification of the Government of India in the Ministry of Labour S.O.No.3025 dated 08.10.2007 the service in Banking Industry which is covered by item 2 of the First Schedule to the Industrial Disputes Act, 1947 (14 of 1947) to be a public utility service for the purpose of the said Act for the periods prescribed from time to time.

23.2 The period so prescribed shall be extended further, where the Central Government is of opinion that public interest requires such extension.

24. Work Stoppage/Strike Call by employees

24.1 General

24.1.1 Officers manning hubs/switch centres, disaster recovery centres or similar sensitive installations requiring round-the-clock maintenance/surveillance and Security Officers required to provide round-the-clock maintenance/surveillance shall not participate in any work stoppage/strike action.

24.1.2 Watch and ward staff and employees manning installations which require round-the-clock maintenance and surveillance on duty on days of agitation/strike action are exempt from participating in such action.

24.2 Steps to be taken during Strike days

24.2.1 It is the responsibility of the Branch Manager to make all efforts to see that the branch is kept open and that the customer service is not disrupted. Government views very seriously the participation in strike of Officers especially those holding keys of safe/premises without handing over the same to those officers not joining the strike. Having regard to the nature of their duties and functions, it would be an act of gross indiscipline the gravity of the action will be all the more greater if the officer/Branch Manager holding keys does not hand over the keys to the next senior officers not going on strike.

24.2.2 Staff members should not be sanctioned leave of any kind on the days of strike and only exceptions can be long sick leave. Staff members who are sanctioned privilege leave and are availing already may be recalled to attend the office on the days of strike.

24.2.3 Wages should be deducted from the salary of the staff members who participated in the strike on the principle of 'no work - no pay' without fail and a notice should be displayed in the Staff Notice Board to that effect.

24.2.4 Branch Manager's shall also ensure that suitable employees are deputed for attending to clearing houses.

24.3 Reporting

24.3.1 Branches/Offices should send the details of the Strike by the quickest mode of communication to the respective Circle Offices before 10.30 A.M. in the prescribed format as per **Annexure 6.5** on the Strike day itself. STCs/ICs have to furnish such details directly to the Circle Offices concerned under whose geographical area they fall, within the stipulated time. Circle Offices should send a consolidated report in the prescribed format as per **Annexure 6.6** before 11.00 A.M. on the strike day itself to the Industrial Relations Cell (IRC), HO: HRM Department, Chennai.

24.4 Guidelines for Regularising the absence of employees on the day of strike

24.4.1 If a branch/office remained locked on the day of the strike due to the strike, the absence of the employees who were not on strike can be treated as on special leave subject to their complying with the following conditions:

- i. If the employee is a member of the association which has given a call for strike, he should advise the Bank before the strike day that although he is a member of the association which has given a call for strike, he has no intention to go on strike.
- ii. A letter by all the employees including those covered by (1) above has to be given stating that they were not on strike and they had come to attend the office in the usual manner but could not do so as all the doors were locked.
- iii. If it is established that even one or two employees were able to enter the office and the doors were opened even for part of the day, special leave will not be given to those who did not enter the office.

24.4.2 No closing of counters should be done during banking hours. To avoid complaints, Branch Managers have to allocate the work in such a way that no counter is closed during the banking hours.

24.5 In addition to the above, Circle Offices are required to submit to Head Office consolidated reports on the strikes including general strikes, localised strikes or stray closures of branches / offices indicating inter-alia, the action taken against the striking employees, on quarterly basis.

25. Voluntary Cessation of Employment

25.1 When an employee absents himself from work for a period of 90 or more consecutive days without prior sanction from the Competent authority or beyond the period of leave sanctioned originally including any extension thereof or when there is satisfactory evidence that he has taken up employment in India or outside, the Management at any time thereafter may give a notice to the employee at his last known address as recorded with the Bank calling upon him to report for work within 30 days of the date of notice.

25.2 Unless the employee reports for work within 30 days of the notice or gives an explanation for his absence within the period of 30 days satisfying the Management *inter alia* that he has not taken up another employment or a vocation, the employee shall be given a further notice to report for work within 30 days of the notice failing which the employee will be deemed to have voluntarily vacated his employment on the expiry of the said notice and advised accordingly by Registered Post.

25.3 In the event of the employee submitting a satisfactory reply, he shall be permitted to report for work thereafter within 30 days from the date of expiry of the aforesaid notice without prejudice to the Bank's right to take any action under the law or rules/conditions of service.

25.4 If the employee fails to report for work within this 30 days period, then he shall be given a final notice to report for work within 30 days of this notice failing which the employee will be deemed to have voluntarily vacated his employment on the expiry of the said notice and advised accordingly by Registered Post.

25.5 If an employee again absents himself for the second time within a period of 30 days without submitting any application and obtaining sanction thereof, after reporting for duty in response to the first notice given after 90 days of absence or within the 30 days period granted to him for reporting to work on his submitting a satisfactory reply to the first notice, a further notice shall be given after 30 days of such absence giving him 30 days time to report. If he fails to report for work or reports for work in response to the notice but absents himself a third time for work within a period of 30 days without prior sanction, his name shall be struck off from the rolls of the establishment after 30 days of such absence under intimation to him by Registered Post deeming that he has voluntarily vacated his appointment.

25.6 Any notice under this clause shall be in a language that could be understood by the employee concerned. The notice shall be sent to him by Registered Post with Acknowledgement Due. Where the notice under this clause is sent to the employee by Registered Post Acknowledgement Due at the last recorded address communicated in writing by the employee and acknowledged by the Bank, the same shall be deemed as good and proper service.

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